

September 24, 2013

To: Fourth District Judge, Pottawattamie County Attorneys, Pottawattamie County Defense Attorneys, District Court Administration

From: Kent Wirth, Court Administrator

Re: Criminal- Trial Information Process

Transition to the electronic filing of trial information has mandated some modifications to the existing process. After the criminal go live date of Wednesday, September 25 the process will still be initiated by the county attorney filing the trial information and the minutes of testimony.

- Trial information and minutes of testimony will be filed by the county attorney without arraignment or trial dates. When filing the trial information the county attorney will be prompted to select the appropriate jurisdiction for the case
- Trial information is routed to the court for review. For felony cases the trial information will be reviewed by the district judge assigned as the criminal judge for the month. For aggravated and serious misdemeanor cases the trial information will be reviewed by the associate judge presiding in courtroom 3B
- After reviewing the trial information and minutes of testimony, the court will approve or deny the trial information. If the trial information is approved the court will enter an order and directing the court administrator to set the arraignment and trial dates
- The trial information, minutes of testimony and the court's order will be routed to the clerk of court office. The clerk of court will docket the trial information, minutes of testimony and the court order. When docketed the counsel of record will receive notice the trial information and minutes of testimony have been filed. Counsel will be able to view these documents through their eflex account
- After being docketed the court's order directing the court administrator to set the arraignment date and trial date will be routed to court administration. Court administration shall set an arraignment date no more than three weeks from the date the trial information was filed and shall set a trial date two week prior to the date on which speedy for the matter would run
- The criminal scheduling order generated by court administration will be filed with the clerk of court upon being docketed counsel of record shall receive notice the criminal scheduling order has been filed. Counsel will be able to view the criminal scheduling order through their eflex account